Commission on Paraoptometric Certification (CPC)

2023 CERTIFICATION RENEWAL GUIDELINES

FOR THE CERTIFIED PARAOPTOMETRIC CODER (CPOC)

Participation in continuing education assists the professional in remaining current in the field and aware of recent developments in research, theory, and practice. Maintaining a current certification through continuing education is a commitment to the principles of career-long and lifelong learning.

GENERAL MAINTENANCE REQUIREMENTS

- To maintain a current certification, Certified Paraoptometric Coders (CPOCs) must submit at least nine (9) hours of approved continuing education every three years by the May 31 deadline (see details below) with the renewal fee.
- Credits must be earned during the three-year renewal cycle and prior to May 31 of your renewal year.
- If unsure if the education is acceptable, contact the CPC@AOA.org for verification before taking a course or prior to submitting for renewal.

NOTE: All nine hours of CE may be CPC/AOA-approved if desired, and may be online or in-person education, or a combination of online and in-person education from only the approved providers listed below.

WAYS TO EARN CONTINUING EDUCATION

- Attend oral presentations of approved lectures or workshops at national, regional, state, or local education meetings. (Contact your state optometric/paraoptometric organization for details or CPC@AOA.org.)
- Approved online education (only from education providers listed below)
- Authorship of optometric related articles or manuscripts (CPC approval required)

APPROVED EDUCATION PROVIDERS

Only the providers below and only the topics to the right are accepted.

Commission on Paraoptometric Certification (CPC)

American Optometric Association (AOA)

American Academy of Professional Coders (AAPC)

Centers for Medicare and Medicaid Services (CMS)

Council on Optometric Practitioner Education (COPE)

American Medical Association (AMA) - only billing/coding topics

CPOC renewals are due at the CPC office in St. Louis by May 31 of your renewal year.

9 hours of CE of billing or coding related topics

Renewal fee until 5/31—$95

Renewal fee after 5/31—$195

Renewals received after May 31 must include the late renewal fee.

No refund will be issued for submitting an incomplete renewal.

APPROVED TOPICS

- Eye Anatomy
- Pathology & Terminology
- Medical Terminology
- Medical Records
- Compliance
- HIPAA
- CPT®
- Modifiers
- Diagnosis Codes
- Claim Filing

SUBMITTING RENEWAL DOCUMENTATION

- Invoices are emailed early in the renewal year. Renewals may be submitted beginning in January of your renewal year.
- It is your responsibility to keep the CPC informed of your current home or business email and mailing address (shared staff email address are not allowed).
- Credits must be earned during the three-year renewal cycle and prior to May 31 of your renewal year.
- Credits used to renew a CPO, CPOA, or CPOT certification may not also be used to renew a CPOC certification.
- Renew early in your renewal year only, to ensure all requirements have been met before the renewal deadline.
- Renew online at https://www.aoa.org/education/paraoptometric-resources-and-certification/paraoptometric-certification-and-renewal?sso=y or by mail. If mailing, submit all CE with a copy of your renewal invoice and renewal fee. Documentation of credits earned, correct renewal fee, and renewal invoice must be mailed together in one envelope. Incomplete submissions will not be accepted. Refunds will not be provided.
- Keep a photocopy of your entire submission for your records.
- Renewals must be received at the CPC office in St. Louis by May 31 of the renewal year to avoid late fee and possible loss of certification. A postmark is NOT a guarantee of on-time delivery.
- The fee for renewals received after May 31 is $195.
- If you require notification of delivery of your documentation, use a carrier that provides tracking or signature required delivery service. The CPC is not responsible for non-receipt or on-time receipt of renewal notices or submissions.
- If renewal documentation and fee are not received at the CPC office by June 30 of the renewal year, the certification will be dropped and status will become "non-certified."

WHAT HAPPENS AFTER I SUBMIT MY RENEWAL?

- **Online renewal:** you will receive a confirmation email of your submission and a receipt for payment. You will be contacted if the requirements have not been met. An updated certificate will be mailed within 8 weeks.
- **Mailed renewal: If requirements are met**, a confirmation notice will be emailed to you, followed by an updated certificate mailed within 8 weeks.
- **If requirements are not met,** an explanation will be emailed to you. You may submit additional credits to meet the requirements until the May 31 deadline without paying a late fee. Resubmissions received after May 31 will be subject to the late renewal fee. If you choose not to resubmit, renewal fees will not be refunded.
- **If certification is lost due to non-renewal**, paraoptometric must register, pay for, and pass the CPOC certification examination again to reacquire the lost certification.

Participation in continuing education is a REQUIREMENT to maintain a current paraoptometric certification.

Failure to meet all of the renewal requirements will result in loss of certification.

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CPC@AOA.org

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